



Job Title: Design Intern
Reports To: Chief Technology Officer
Location: Houston Corporate Office
Office Location: Houston, Texas

BASIC FUNCTION

This position will help manage product information for renewable energy and energy efficiency solutions for residential homes, commercial buildings, non-profit and public works projects. The Design Intern will be given special projects to accomplish during a temporary work period that will benefit the company and give valuable work experience to the intern.

Project Descriptions

- Update and improve the SRE Sales Catalog WIKI
 - Product Descriptions
 - Pricing (non-Bidtastic)
 - Spec Sheets
- Update and create information tables for eBidtastic
 - Equipment specs
 - Regional properties
- Update the SRE D&E Handbook
- Assist with technical proposals as necessary

QUALIFICATIONS

This position requires:

- Fluent in MS Office software: Word, Excel, Power Point
- High ethical standards
- Enthusiasm for the field of renewable energy and energy efficiency.
- Experience with building materials and construction methods preferred

Work Conditions

The employee will work in the Houston office at an hourly rate from 8 am to 5 pm Monday through Friday, except for company Holidays.